

5 FEB 1966

MEMORANDUM FOR: Deputy Director of Personnel for Plans and Control

SUBJECT : Employees' Center

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1. As discussed, the attached is a modified proposal which was approved in principle by Mr. Echols and [REDACTED]. It also has the support (unmodified version) of [REDACTED]. The latter recently discussed with me the desirability of reactivating consideration of the Employees' Center.

2. The additions to the original proposal are II. C and D and III. A, 1 and 2. These items reflect current thinking in favor of expanded job counseling and job monitoring activities within the Office of Personnel in order to better ascertain employee needs and aspirations and to avert losses of needed personnel.

3. Since many of the services to be performed by the Center or referred for prompt action elsewhere are on-going activities now found on the First Floor, I believe the missing link would be a centrally situated area which would be visible to all. Currently, the centralized functions, such as CFB and the Credit Union, are uni-functional; collectively, they do not provide a single, central source for encouraging employees to present their problems of whatever nature. For a physical standpoint, something having the atmosphere of a Foreign Service Lounge with a large overhead portal would be a definite plus, especially for those personnel we are trying to reach; namely, the large number of new employees who leave within the first year or two because of personal or job adjustment problems.

4. All of the specific activities recommended in the attached proposal fall within the purview of the Placement, Benefits and Services, and Retirement Divisions. Any final decision on the responsibility for administering Employees' Center should await the outcome of any Office of Personnel reorganization that may be forthcoming. However, two possible alternatives should be kept in mind.

a. Provide for the most convenient physical grouping of activities both in the new central area to be established and in adjacent offices now situated on the First Floor but continue responsibility for performance of the various activities in the several Divisions of the Office of Personnel. If this were done, a decision would have to be made on the Division that should be responsible for job counseling (initial follow-ups and pre-exit interviews) versus personal counseling. In this respect, I could foresee some advantage in grouping all the functions common to an employee's utilization in the Agency under one Division and all non-job connected personnel concerns under another.

b. Fix overall responsibility for administration of an Employees' Center under one Division with the understanding that representatives of one or two other Divisions present in the Center, such as Placement or Retirement, would report directly on specific activities to their Division heads.

5. As a last comment, it is apparent that a major problem, if not the principal deterrent, would be to find adequate space on the First Floor. There are, however, certain activities now located on the First Floor which are not of "all employee" concern. If the proposal is considered to be worthwhile by Agency Officials, this factor should not be preclusive. It should be remembered that the main room of the Center would have primary significance as a focal point for handling employee interests, and most specific questions could be referred to the appropriate rooms of the Center regardless of their location.

6. The second Attrition Study is expected to provide the basic arguments supporting an increase awareness by the Agency of the personal affairs and job attitudes of employees. In the meantime, this proposal can be considered on its merits irrespective of what the detailed findings of that Study will be.

SIGNED

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Deputy Chief, Plans and Analysis Division
Office of Personnel

Att

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<p>The attached suggestion is probably the best <u>single</u> way of dramatizing, for all to see, the return of OP to the people business. Returning to the stage front and center has got to be one chief reason for seriously considering this notion.</p>			
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